

## QUARTERLY OFFICE SAFETY SURVEY

Name (print)    Manager/Supervisor		Org. Code
Bldg/Location	Ext.	Date

Housekeeping, Egress, Walking Surfaces	Yes	No	N/A	Date Fixed
Evacuation routes are posted conspicuously and employees have received emergency evacuation instructions.				
Evacuation plans exist to assist employees with disabilities.				
Work area, corridor & stairways are clear of clutter, obstacles & electrical debris.				
Floors are kept free of oil, water, and other slip/trip hazards.				
Material is not stored on top of cabinets where it could fall.				
Emergency lighting is provided, maintained, and periodically tested.				
Exits are unobstructed and marked with lighted 'EXIT' signs.				
Employees have received Ergonomics training.				
<b>Electrical Safety</b>				
Electrical outlet receptacles located within 6 feet of water fixtures are protected with ground-fault circuit interrupters (GFCI).				
Extension cords are not used in place of permanent wiring (not to exceed 6-feet in length).				
Extension cords are not frayed, spliced, cut or otherwise in poor condition.				
Ground conductors on three-prong plugs are in place.				
Live wires, fuses, and busses are not exposed.				
Electrical junction boxes and wire-ways have covers in place.				
Circuit breakers are labeled to indicate which breaker controls each circuit.				
Three feet of clear space is maintained in front of electrical panels.				
<b>Fire Protection</b>				
Fire extinguishers are readily available in the work area.				
Fire extinguishers are fully charged and in good condition.				
Fire extinguishers have been inspected within last 12 months. (Check date on extinguishers. If greater than 12 months old, notify Safety Office).				
Items are not stored within 18 inches of sprinkler heads.				
Fire doors are not propped open.				

**All items checked "NO" need to be corrected as soon as reasonable and then dated.**

Signed:    Manager/Supervisor	Date:
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**FILE IN SAFETY ACCOUNTABILITY BINDER (Section 8)**